

Grant Proposal **EXAMPLE**

FOR THE MILITARY FAMILY RESEARCH INSTITUTE (MFRI) COMMUNITY MOBILIZATION GRANTS

The black text in this font shows the question you will find on the grant application.

The red text in this font shows additional questions to ask yourself to help answer the question.

The blue font in this text offers one example of how you could answer that particular question.

APPLICATION

Must be signed and received by deadline to be considered for funding in this cycle. If you would like this application reviewed prior to submission, please contact MFRI.

Organization Name: <i>Not-for-Profit Organizations or Military Sponsored Family Support groups working with Military Families and Veterans</i>	
Application Cycle* (Choose one): <i>Cycle 1 (15 April)</i> <i>Cycle 2 (15 August)</i> *For cycle dates, please visit www.mfri.purdue.edu/community-grant	
Contact Person: <i>Contact full name</i>	Title: <i>Contact title</i>
E-mail: <i>name@organization.org</i>	Phone: <i>XXX-XXX-XXXX</i>
Organization Mailing Address: <i>1234 Street, City, IN 12345</i>	
Website: <i>www.organization.org</i>	Fax: <i>XXX-XXX-XXXX</i>
Do you have a military resource and action support network in your county? <i>Yes/No</i>	Is your organization a member of the military resource and action support network? <i>Yes/No</i>
Project name and brief description of project: <i>Stepping Stones to Financial Stability” Community organizations in our local area will hold a series of workshops focusing on a different aspects of financial management.</i>	

<p>Organization Mission: <i>State the mission of the 501(c)3.</i></p>
<p>Give a brief description of community partners that will participate in this project and what their roles will be: <i>Programs and partnerships with community or military connected organizations.</i></p>
<p>IRS designation (A W-9 must be submitted by all organizations approved for funding). One of the below boxes MUST be checked for grant consideration.</p> <p><input checked="" type="checkbox"/> 501(c)3</p> <p><input type="checkbox"/> Indiana designated not-for-profit/non-profit organization</p>
<p>Requested funding amount (Grant review board may approve a lesser amount than your original request. Not to exceed \$2,500.00): <i>\$1500.00</i></p>
<p>Proposal Overview – Big Picture Perspective (Details on next page)</p>
<p>Goals to be addressed: <i>Include, but not limited to, how this grant will 1) provide community education & awareness for homelessness, education/employment and/or behavioral wellness, 2) have longevity of impact, 3) encourage participant and community involvement (now and in the future), 4) have clearly defined and impactful goals, and 5) meets current needs or gaps in service or programming for service members, veterans, and/or families.</i></p> <p style="text-align: center;">Why is this particular program needed?</p> <p><i>Due to the closure of a large employer in the area, Reserve and National Guard Service Members/families, and Veterans have experienced a particularly high rate of unemployment, which has led to bankruptcy filings, home foreclosures, and an increase in homelessness among veterans and families. The workshops will connect the local organizations with service members, veterans and their families (SVF) while providing community resources and increase financial awareness for SVF.</i></p>

Strategies to be implemented:

Briefly describe the event, the long term impact you anticipate, and the partnerships that will be formed as a result of this project.

“If I were watching this event, what would I actually see?”

Certified financial experts, career counselors, and Work One DVOP will facilitate 4 workshops culminating in a virtual job fair. Each focused on a different part of financial stability. The financial expert will focus on financial management, managing debt, controlling spending, creating a savings, and balancing a budget. The career counselor will assist participants in career preparation, and the DVOP will share information regarding open employment for SVF in the local area and make connections between the SVF and the employers. The DVOP will coordinate a virtual job fair at the conclusion of this program. Participants are encouraged to attend all sessions.

Other community resources/contacts will be available for members to learn about affordable housing, applying for VA benefits, education benefits, and behavioral wellness.

How will impact be measured?

Thoroughly describe how you will count the people attending, how you will count those that use the services provided, the tools you will use to evaluate the immediate impact, and long term impact? Please include the tool you will use to evaluate the impact that includes qualitative (stories) and quantitative (numbers).

“Who will this program benefit and for how long?”

Service members, their families, and veterans will benefit from attending this program, as they will gain valuable skills and resources for long-term financial stability.

“When this event is over, what do I want the participants to have learned (what education are you providing to those who are attending)?”

The participants will have acquired financial, career, and employment skills and have an increased awareness of VA benefits and resources available to them in the community.

“When this event is over, what would I like to be different for our Community?”

The Community will have fewer crisis calls and fewer veterans who are homeless or at risk of being homeless leading to an overall healthier community. Veterans will have established connections with local resources and the local organizations will have a better idea of the needs and strengths of our veteran community.

“What awareness are you creating for those who attend?”

The participants will have the opportunity to learn that they are not alone in their financial struggles. Long-term connections will be made in the local community, which can be utilized by veterans in the future. Veterans will learn financial and career building skills. An increased number of veterans will find stable employment.

Detailed Project Outline (please attach outline on separate document):

1. What are the present needs of military families, veterans and service members in your

community? Addresses Education and Awareness

2. **What will the funding be used to support?** Addresses Education and Awareness
3. **What is the timeline for project implementation?** State specific start, along with anticipated frequency if on-going event.
4. **Who is the intended target military-related population?** Community/Participant Involvement
5. **How does the organization plan on connecting with or marketing to the intended military related population?**
6. **What is the expected impact of the proposed project?** Addresses Education and Awareness, Longevity of Impact
7. **What partnerships will be created or enhanced through project?** (Please include letters of support) Community/Participant Involvement

- ☐ *Due to the closure of a large employer in the area, Reserve and National Guard Service Members/families, and Veterans have experienced a particularly high rate of unemployment, which has led to bankruptcy filings, home foreclosures, and an increase in unemployment and homelessness among veterans and families. The workshops will connect the local organizations with service members, veterans and their families (SVF) while providing community resources and increase financial awareness and stability for SVF. There is a need for financial, career, and employment counseling and education, and awareness of resources in within the community.*
- ☐ *Funds will be used to support the workshops and the job fair. Experts in each area will facilitate the sessions, each focused on a different aspect of financial and employment stability. Participants are encouraged to attend all sessions.*
- ☐ *Other community resources/contacts will be available for members to learn about affordable housing, applying for VA benefits, education benefits, and behavioral wellness.*
- ☐ *Service members, their families, and veterans will benefit from attending this program, as they will learn skills that should impact the rest of their lives.*

“Define how this project is related to homelessness, mental health and well being, employment and/or education?”

Due to the closing of a large employer who employs many veterans and families in the area, unemployment for veterans and families has increased dramatically and is higher in this area than most of Indiana. This has led to more veterans being at risk and an increased number of veterans staying in homeless shelters and seeking financial assistance. Veterans who are not employed and having difficulty meeting the basic needs such as employment, shelter, and food are more likely to be depressed and have issues with well being. This project will include financial stability, employment skills, and connections with employers who are actively hiring veterans and families. The VA will provide information about VA benefits and education benefits. This project can make an impact by increasing employability of veterans through stable jobs and/or education which can increase well being and decrease homelessness

“How will people know this opportunity is available and who is invited to attend?”

The local radio stations and newspapers will run ads, and flyers will be posted at all grocery stores, social service agencies, armories, veteran service officer, veteran organizations, gyms, banks, and community buildings. There will also be reminders in the town newsletter.

“What can be done to make people want to come?”

Quotes about what others have learned when they took the class will be in the Newsletter and emails. Free bus transportation will be provided, and daycare will be available by a certified provider (parents must remain at the location). Light snacks will be available, a virtual job fair will be made available to those who complete all sessions and a resource notebook will be given to all participants.

“How can I measure the program to show it made a difference for the people who came?”

MFRI offers an evaluation that can be used to measure the program.) Participants will receive an evaluation at the end of each workshop and an evaluation to evaluate the overall program. Participants will be contacted in 3 months to assess how they have used the knowledge and skills they acquired and if they shared the information they learned with other veterans and families. The evaluation will include the number of participants who attended and will ask about what the participants gained from attending the workshops.

“Can I tell if it will impact them beyond the event? If so, how long would you expect it to keep impacting their lives?”

To tell if they have made changes in their lives, we will contact all participants 3 months after the program class to find out if the participants are employed, how they used the information and skills they learned and how and if they shared the information they learned with others.

“Will participants have the chance to try out the information before leaving?”

During the session, the participants will get to create an actual working budget for themselves and discuss it as a group. They will create resume and participate in mock interviews, they will also participate in a virtual career fair.

“What is the order of your events for doing things?”

I will contact the presenters and participating community organizations to secure a date while working with the community to secure a location. Then I will create and distribute the newsletter information and the emails. I will send reminder emails a week before each session. Upon completion of each workshop, I will hand out the evaluations and follow up at 3 months to send out the final evaluation.

“When will I need these funds in order to get everything ready in time for the event?”

The first session will be held in June, so I will need the funds by May in order to order the materials. I have to wait until May to know the number of people who are coming.

<p>Budget (Maximum amount that can be requested is \$2,500.00)</p> <p><i>Please note: A Budget Planning Worksheet must be attached for your application to be considered complete.</i></p>	
<p>Have you previously been awarded funds through MFRI Grants? If so, when did you receive the funds and what were they used for?</p> <p><i>Yes-when, and what was it used for? OR No</i></p>	
<p>By submitting this grant application, I/we understand an MFRI provided After Action Evaluation Report must be completed within 4 weeks of the completed project, programming, and/or event.</p>	
<p>Signature of Applicant</p> <p><i>Firstname Lastname</i></p>	<p>Date:</p> <p><i>4/18/13</i></p>
<p>Signature of Unit Commander for military-sponsored support groups</p> <p><i>Firstname Lastname</i></p>	<p>Date:</p> <p><i>4/18/13</i></p>

BUDGET PLANNING WORKSHEET

Line item costs must add up to the total requested grant amount and match what is requested on the proposal and application form.

Category Description	Brief explanation of how items are directly related to project	Amount
PERSONNEL		
Miscellaneous Labor		
PROGRAMMING COSTS		
Supplies	<i>Pens, markers, notebooks, flips charts, and a business suit for a male and female purchased from Good Will to show participants that they can find suitable interview clothing at Good Will and how to put together an acceptable suit/outfit for an interview. Clothing will be given to a participant at conclusion of workshop</i>	<i>300.00</i>
Paper	<i>Paper to create resource binders for 100 participants</i>	<i>200.00</i>
Printing	<i>Printing of workshops materials and resource binders</i>	<i>200.00</i>
Postage	<i>To mail out reminder postcards and flyers for program</i>	<i>100.00</i>
Envelopes	<i>To mail out reminder postcards and flyers</i>	<i>100.00</i>
Telephone		
Seminar Materials		
EQUIPMENT		
Rental of equipment	<i>Need to rent an overhead projector and screen</i>	<i>200.00</i>
TRAVEL		
Mileage	<i>None</i>	
Airfare	<i>None</i>	

PROPOSAL FOR The Military Family Research Institute (MFRI) Community Mobilization Grant Program for Indiana Community Organizations

Meals	<i>None</i>	
Lodging	<i>None</i>	
CONSULTANTS		
Fees	<i>None (donating time)</i>	
Travel	<i>Workshop facilitators will travel to American Legion to present</i>	<i>100.00</i>
Expenses	<i>None</i>	
CONFERENCES		
Rental of Facility	<i>None</i>	
Travel	<i>None</i>	
Honoraria	<i>None</i>	
Food/Lodging	<i>Light food will be provided for participants</i>	<i>300.00</i>
OTHER (please list)		
IN KIND COSTS	What is being donated in time, resources, financially by organization and partners.	
<i>Location</i>	<i>American Legion is donating use of facility for workshops</i>	<i>300.00</i>
<i>Presenters</i>	<i>Facilitators are donating time to present at workshops</i>	<i>900.00</i>
<i>Website</i>	<i>VFW is donating website use for virtual job fair</i>	<i>200.00</i>
TOTAL GRANT AMOUNT REQUESTED		<i>\$1500.00</i>
CUMULATIVE GRANT EXPENSES		<i>\$2900.00</i>